



Solicitation Information
21 Feb 06

Continuous Recruitment through 31 Dec 06: **CR#12**
TITLE: Diagnostic Assessment Services (DAS) Program - DCYF

Submission Deadline: Continuous Recruitment through 31 Dec 06.

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 20 March 06 Time: 2:00 PM (ET) Mandatory : No Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI
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Questions, in Microsoft Word format, concerning this solicitation may be e-mailed to **the** Division of Purchases at questions@purchasing.state.ri.us. Please reference the solicitation # (CR#12) number on all correspondence. Answers to questions received, if any, will be posted on the internet, as an addendum to the solicitation, at <http://www.purchasing.ri.gov> It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No BOND REQUIRED: No
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Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the RI State Purchasing Website at
<http://www.purchasing.state.ri.us>

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INTRODUCTION

The Department of Administration on behalf of the Department of Children, Youth and Families (DCYF) is seeking letters of interest (LOI) from service providers for Diagnostic Assessment Services (DAS) to **1)** establish and operate a residential clinical assessment program to provide comprehensive mental health assessments for youth as ordered by the Rhode Island Family Court to determine appropriate services and/or placements for youth to avert further involvement in the juvenile justice system and reduce the risk of re-offending behavior; and **2)** to develop a certified list of licensed psychologists and masters' level clinicians for outpatient diagnostic assessment services.

The successful applicant(s) will receive referrals of eligible participants only from the Department of Children, Youth and Families per order of Family Court. The provider will be responsible for providing comprehensive clinical assessments and recommendations for individualized intervention plans for the referred youths and their families.

This solicitation, and subsequent award, is governed by the State's general Conditions of Purchase (available at www.purchasing.ri.gov).

This is a request for letters of interest and not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal. There will be no public opening and reading of responses received by the Office of Purchases pursuant to the Request other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein, although DCYF may negotiate pricing if all cost proposals are rejected as too high.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the

state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*

- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal. There may also be multiple awards pursuant to this request.
- All proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.

The offeror should be aware of the State's Minimum Business Enterprise (MBE) requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

SECTION 2 – BACKGROUND AND PURPOSE

BACKGROUND:

In Rhode Island, the Family Court handles as many as 9-thousand juvenile offenses on an annual basis, many of these petitions involve wayward behavior for both status offenses and delinquencies. Approximately 1,200 youth will be presented before the Truancy Court or the Juvenile Drug Court during a school year; both specialty courts were established in recent years to handle targeted issues involving juvenile offenses.

The Rhode Island Department of Children, Youth and Families has in place a residential and outpatient program to provide Diagnostic Assessment Services (DAS) for youth ordered by the Family Court to undergo a comprehensive psychosocial, and often psychological and/or psychiatric evaluation in order to inform the Court in making difficult decisions relating to services or placements that may best help the youth and his/her family.

It has been determined, however, that the existing configuration of residential and outpatient DAS services still does not provide the immediate assessment information required by the Court in order to facilitate the appropriate match for services which may ultimately avert the youth from more involvement in the juvenile corrections system, and reduce or eliminate re-offending behavior.

The Rhode Island Department of Children, Youth and Families (DCYF) is in the process of restructuring its Diagnostic Assessment Services (DAS) program. Jointly, the DCYF and the Family Court are establishing a Mental Health Court Clinic to provide timely assessments and evaluations in an effort to ensure coordination of mental health treatment plans and other appropriate social services necessary to avert juveniles from entering the Court system and to decrease the risk of re-offending. The Family Court and DCYF share a concern about the possibility of re-offending behavior if juveniles are not able to receive treatment in an expeditious and effective manner.

GENERAL PURPOSE AND RESULTS:

The Court Clinic model is being designed to avert juveniles from more formal involvement with the juvenile justice system and to focus on promoting timely interventions aimed at decreasing or eliminating repeat offenses. A coordinated effort between the judicial system and DCYF to establish the mental health court clinic model will strengthen the referral and support process for social service workers and local community behavioral health providers to provide the comprehensive treatment necessary to help approximately 500 youth and their families on an annual basis.

The DAS Program is being restructured to provide appropriate treatment recommendations in a sufficiently timely manner to the Family Court, and to support the function of the Mental Health Court Clinic, strengthening coordination activities for intervention and treatment services to youth, male and female, between the ages of 12 and 17.

Through this request for **Letters of Interest on a Continuous Recruitment (LOI-CR)** basis, the DCYF expects:

- 1) to attract proposals from qualified vendors to establish a residential clinical assessment program to provide a comprehensive mental health assessment, including an in-home family assessment, for up to ten (10) youth between the ages of 12 and 17, both male and female who are facing wayward and delinquent petitions before the Family Court or it's Truancy Court or Juvenile Drug Court; and
- 2) to attract proposals from qualified licensed psychologists and masters' level clinicians who will be certified on a provider list for DCYF to develop the necessary clinical assessment services and case management coordination which will establish effective community-based, family support services for challenging youth between the ages of 12 and 17 who are facing wayward and delinquent petitions before the Family Court or it's Truancy Court or Juvenile Drug Court.

The Department of Administration, Division of Purchasing will establish this provider list for DCYF in order to ensure development of service capacity to provide a range of clinical assessments and treatment required to meet the needs of the identified population.

This is a continuous recruitment process. The Division of Purchases will create, add to, and maintain this list(s) of qualified providers for Diagnostic Assessment Services (DAS) Program – DCYF.

SECTION 3 – SCOPE OF WORK

The Department of Children, Youth and Families intends that the DAS Program will provide appropriate assessment recommendations to the Family Court focusing on treatment recommendations in a sufficiently timely manner to appropriately inform placement decisions by the Court(s). These recommendations are designed to enhance the ability of service providers, and especially DCYF, to make informed decisions as to the service and placement needs of youth who have presented with wayward behavior in Family Court, and who come into the Department's custody for treatment.

Additionally, these assessments are intended to enhance the ability of families to understand and respond to the needs of their children who present with problematic behaviors. Through this effort, the DCYF and Family Court anticipate improved understanding and planning capacity which will guide effective placement and treatment decisions for wayward and delinquent youth, resulting in less placement disruptions. When matters before the Court involve complex cases in which there is not sufficient information readily available, and there is time for such, a full assessment will be conducted.

Residential Clinical Assessment Services – will be provided where necessary to stabilize youth who are exhibiting severe behavioral disorders. The residential program will provide a neutral setting extending up to 14 days in order to stabilize and closely observe the youth's problematic behavior. The residential clinical service will provide a comprehensive assessment for youth placed by the Department of Children, Youth and Families upon order

of the Family Court. This comprehensive assessment will include an assessment of the youth's home environment. Youth ordered into a residential clinic will be in the temporary custody of DCYF for purposes of developing this comprehensive assessment. The residential clinic assessment services will provide written, individualized service level recommendations to DCYF for the Family Court.

The term of any contract award resulting from this Request for Letter of Interest-Continuous Recruitment will be twelve months from the date of the contract taking effect, and renewable annually based upon demonstrated effectiveness and the availability of funds. Successful respondents will be placed on a certification list. It is expected that multiple contracts may be developed and awarded in the first year after an assessment of all submissions. The services to be provided will be for youth ordered by Family Court for DAS evaluation through DCYF in order to inform the Court regarding appropriate service and/or placement needs of the youth and his or her family. The youth will be identified per order of the Family Court. These youth are being brought before the Family Court, including specialty courts; e.g., the Truancy Court or the Juvenile Drug Court, on petitions of wayward and/or delinquent behavior. Referrals may also include youth who are at risk of being placed in a psychiatric hospital or intensive residential treatment settings, as ordered by the Family Court.

PROGRAM COMPONENTS

The Diagnostic Assessment Service (DAS) Program will provide clinical assessment services, depending on the individual needs of a youth appearing before the Family Court including specialty courts; e.g., the Truancy Court or the Juvenile Drug Court. The Department of Children, Youth and Families will refer cases based on order of the Court and/or referred by the Mental Health Court Clinic. These cases will require a range of clinical assessment services. The clinical and program staff for the residential and/or outpatient services must have expertise with youth between the ages of 12 and 17, both male and female, and include demonstrated competence in the following:

Residential Clinical Assessments – the facility must be a safe, clean residential setting, licensed as a child caring agency through DCYF, where youth with behavioral disorders can be temporarily stabilized, engaged in pro-social activities and observed in a social setting for up to 14 days. Stabilization will primarily be achieved by providing a small, structured, highly staffed facility with substantial opportunity for positive interaction and redirection by experienced staff. The program must have a capacity to provide clinical assessments for up to ten (10) youth both male and female; recognizing that the population of adolescent males will likely be more prevalent. The program will need to provide a description of its program with security measures and assurances regarding the separation of males and females.

The comprehensive assessment must include a full psychological assessment of the youth's strengths and needs, and problem areas including an educational assessment, treatment and social history, as well as an assessment of the youth's home environment. The combined residential and in-home assessments will not exceed 14 days.

Residential Staff must include the following:

Fully awake staff to cover three shifts –

- First shift – 7:00am to 3:00pm
- Second shift – 3:00pm to 11:00pm
- Third shift – 11:00pm to 7:00am

The program must have sufficient total child care staff to cover all shifts, allowing for coverage for sick, vacation and holiday times.

House Manager – 1 FTE – Must have a bachelor degree and three years experience working in a residential setting. The House Manager will assist the Program Director in developing the residential program, scheduling and development of the milieu. The House Manager will be the primary person responsible to intake and orient the youth into the program.

Assistant House Managers – 2 FTE – must have a bachelor's degree and 2 years experience in a residential setting. Assistant House Managers will be responsible for monitoring facility maintenance, maintaining the milieu and development and supervision of the activities program.

Residential Counselors – Sufficient number to be responsible for implementing house rules and activities and modeling pro-social and daily living skills.

Education Requirements – The residential program will need to provide an appropriate grade level structured school setting staffed by a teacher's aide and supervised by a certified teacher. Educational instruction must be provided for at least five hours a day, five days a week.

Reports – The residential clinical assessment program will provide to DCYF a written, individualized evaluation consisting of a consensus of judgments based on close observation and assessment of the youth's needs from the primary clinician, the program's teacher, residential manager, psychologist and/or psychiatrist (if involved). Final recommendations for follow up treatment and services will be made to the Family Court by DCYF, based on the team report.

This is a joint program between the Rhode Island Family Court and the Department of Children, Youth and Families. The DCYF is redeveloping its residential clinical assessment program to work closely with services that are being incorporated into a Mental Health Court Clinic on site at the Rhode Island Family Court. The DCYF will provide a Community Service Coordinator that will serve as the Intake Coordinator for the Mental Health Court Clinic.

Applications to this LOI-CR for the **Residential Clinical Assessment Program** must provide:

- a detailed description of the facility, its capacity and security measures for accommodating a co-ed population;
- a copy of its DCYF license as a child caring agency;

- a description of the assessment staff and qualifications for evaluating male and female juveniles with challenging behaviors, including sex offending behavior;
- a description of the program staff and their qualifications;
- a description of the education program;
- a description of quality assurance and CQI measures within the program;
- a start up schedule;
- timelines for full implementation; and
- a projected budget for program operation.

Applications to this LOI-CR for **Outpatient Diagnostic Assessment Services** must include:

- a description of the clinical capacity to provide a range of clinical assessments in compliance with Family Court timelines;
- a proposed number of children and families to be served
- availability to provide services statewide, but may include a preference in relation to the DCYF geographic Regions:
 - Region I – City of Providence
 - Region II – East Bay from East Providence to Newport
 - Region III – Kent and Washington Counties
 - Region IV – Northern and Western Rhode Island

Applicants must provide a full discussion of their philosophy and clinical orientation in relation to their experience with conducting mental health assessments involving youth, male and female, between the ages of 12 and 17; and, must meet DCYF criteria for performing outpatient diagnostic assessment services. For example, a licensed clinician interested in providing mental health assessments on an outpatient basis must provide an application that details the therapeutic approach(es) that the vendor is most familiar with and competent to provide in assessing youth and families for follow up treatment recommendations. The applicant must provide an example of the documentation that may be expected to be included in a comprehensive assessment involving the youth and family in the assessment, with treatment recommendations, and recommendations for appropriate ongoing supports that may be necessary for the youth and other family members. The Department is interested in seeing the thorough and comprehensive nature of a DAS report that would it may expect from the applicant(s).

Documentation and Reporting –

Residential Clinical Assessments - Documentation must be related to the individual treatment plans and to the type(s) of service being provided for youth in the residential setting. Reports must include a written, individualized evaluation consisting of a consensus of judgments based on close observation and assessment of the youth's needs from the primary clinician, the program's teacher, residential manager, psychologist and/or psychiatrist (if involved). An assessment of the youth's home and family environment must also be included in the comprehensive assessment. Final recommendations for follow up treatment and services will be made to the Family Court by DCYF, based on the team report.

Outpatient Diagnostic Services – Reports must include, minimally, a written, individualized evaluation consisting of the youth’s social, educational and family environments and his/her interactions and competencies within these domains, as well as a family assessment; and, recommendations for treatment and ongoing supports and services.

The offeror will also be expected to comply with DCYF’s Performance Indicator requirements where applicable. The performance indicators identify data specific to the type of program provider, as well as common data elements across the providers relative to identified practice standards.

Such uniform data collection may include, but not be limited to:

- Indicators reported the same way across all programs regarding program type and agency level; e.g., level of service intensity;
- Profiles of children and families served, including number, age, services provided, presenting problems, mental health services, and discharge plans/disposition where applicable;
- Reports on assessments administered; and
- Documentation indices of program performance, such as chart reviews and school enrollment/participation, etc.

Respondents must have the ability to collect and report this necessary data, as well as potentially provide an interface with DCYF’s data collection system.

Interagency and Community-Based Collaboration –

Applications must provide a detailed description of the provider’s knowledge of, as well as the integration and interaction with, other community-based providers whose services are relevant to the target population. These must include, but are not limited to: CEDARR Family Centers, CASSP/Hope Systems, Children’s Intensive Services (CIS), Comprehensive Emergency Services (CES), Outreach and Tracking programs, and Juvenile Hearing Boards. Offerors are encouraged to demonstrate how their knowledge and interaction with other agencies as well as a variety of community-based wraparound and support services can provide additional aftercare and follow-up support and service linkages for the youth and families in formulating their treatment recommendations to DCYF and the Family Court.

BUDGET:

Applicants for the Residential Clinical Assessment Program should provide a budget outlining the projected costs for up to 260 youth annually. Some start up or initial funding dollars may be available.

Applicants for the Outpatient Diagnostic Assessment Program will be paid on a fee for service basis in accordance with the established rate structure for these services.

The DCYF and Family Court anticipate that between 25 – 50 youth between the ages of 12 and 17 will be referred for mental health assessments on a monthly basis, up to an estimated 500 youth annually.

CONTRACTOR RESPONSIBILITIES:

The selected provider(s) for the residential DAS program will be responsible for the management of a quality Residential Clinical Assessment Program administered by the Department of Children, Youth and Families in collaboration with the Rhode Island Family Court. The vendor will need to demonstrate knowledge of research-based treatment modalities appropriate to meet the needs of the target population, as well as ancillary supports and services for the children and families referred by DCYF, and ordered for services by Family Court.

The Vendor will be responsible for:

- Supervising program staff to provide appropriate treatment and services
- Supervising assessment staff to provide quality, comprehensive mental health assessments and treatment recommendations to DCYF
- Collecting and providing all required documentation and relevant data to DCYF
- Providing DCYF staff weekly progress updates on each participant receiving services
- Developing and maintaining a Continuous Quality Improvement process with DCYF's Chief of Data and Evaluation to include outcome measures and participant satisfaction
- Providing sufficient staff to ensure uninterrupted clinical assessment services
- Reports on contact with family and level of family involvement

SECTION 4 – LETTER OF INTEREST Questions & SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & time listed on page one of this solicitation. Please reference the RFP / LOI/ CR# on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 401-222-2142, ext. 134.

This is a Continuous Recruitment solicitation. At the end of each month, the Division of Purchases will forward all applications received to the Department of Children, Youth and Families for review and evaluation. DCYF will, after review, inform the Division of Purchases of all qualified applicants and also inform the Division of Purchases of all applicants who failed to attain the minimum qualifications score. These evaluations will be made public to all interested parties. The Division of Purchases will create, add to, and maintain this list(s) of qualified providers for the Diagnostic Assessment Services (DAS) Program - DCYF . The maximum duration of any contract (s) issued as a result of this solicitation will be four years (For example 1 March 06 – 28 Feb 10). All selected respondents not part of the initial award (s), will assume the contract through the balance of the four year contract term.

A Pre-Proposal Conference for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of the responses to this request, will be conducted on 20 March 06 @ 2:00 PM (Eastern Time), in the Division

of Purchases on the second floor of the Powers Administration Building at One Capitol Hill, Providence, RI.

Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 421-7005 forty-eight (48) hours in advance of the pre-proposal conference.

Letters of Interest must include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov
2. A cost Proposal reflecting the fee structure, proposed for this scope of services, including completion of the Cost Proposal Summary form contained within this document, and
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and staff to be assigned, experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification) Form is downloadable at www.purchasing.ri.gov.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

The Technical Proposal must contain the following:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Offeror's Organization and Staffing

A description of staffing, including an organizational chart highlighting the persons or unit(s) responsible for this project should be demonstrated.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.

- Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a

work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule by task, a list of tasks, activities and/or milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

- Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
- A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and
- The offeror’s status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which addresses the State’s goal of ten percent (10%) participation by MBE’s in all State procurements. For further information, call the MBE Officer at (401) 222-6670.

Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked “LOI-CR# Diagnostic Assessment Services (DAS) Program - DCYF to:

RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals faxed, or emailed, to the Division of Purchases will not be considered.

SECTION 5 – EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee, which will evaluate and score all proposals, using the following criteria.

Scoring (100 total points)

- Capability, capacity and qualifications of the offeror, including the quality of past work and qualifications of staff: 50 points
- Assessments in relation to treatment recommendations as matched to suggested services/supports 20 points
- Approach to cultural competency: 15 points

- Budget and quality assurance measures: 15 points

Notwithstanding the foregoing, the State reserves the right to award in whole or in part; to reject any or all proposals; and, to award in it's own best interest. The state may select four or more vendors.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

When a vendor or vendors have been selected, all bidders will be notified by mail. Please do not call the Offices of Purchases for an "update."

COST JUSTIFICATION SUMMARY

The letter of interest (LOI) must provide a plan to serve approximately 25-50 youth per month and must offer a per unit (child and family) rate to cover the period of clinical assessment, which may be inclusive of treatment and intervention.

In developing a contract, the DCYF reserves the right to negotiate the proposed per unit rate after reviewing responses, if not acceptable in their original responses.

Attachment A
 Budget Detail
 Administrative/General/In-Direct

	DCYF Funds	Other Sources of Funds	Total Funds
Office Supplies			
Telephone			
Employee Travel (Specify Rates)			
Prof./Staff Development			
Advertising			
Licensing, Dues and Subscriptions			
Accounting & Auditing Fees			
Legal Services			
Insurance			
Medical Supplies			
Postage			
Printing			
Other (Specify Costs)			
Total Administrative/General/In-Direct			

Note: If there is a request for administrative overhead, you must provide the formula used to arrive at the cost and the actual administrative cost by category.

_____ = per unit cost average.